



Embassy of the United States of America
Kabul, Afghanistan

UNCLASSIFIED

September 11, 2014

**American Embassy Kabul
Great Massoud Road
Kabul, Afghanistan**

SUBJECT: RFQ#PR3709910 Printing and Providing Best Quality of Notebook

Dear Prospective Offeror:

Enclosed is Request for Quotations (RFQ) for Best Quality notebook. We kindly request that you submit your quotation based on specification mentioned, attach your PDF quote, and submit it to KabulGSOBids@state.gov ONLY.

Only bids sent to KabulGSOBids@state.gov will be accepted. Please do not send your bids to any other email addresses.

While sending your quotes via email the subject line should be: **RFQ#PR3709910 for GSO U3D (Vendor Name) Best Quality of Note book.**

Please ensure that your subject line follows this format. If it does not comply with above format your bid will NOT be accepted.

The deadline for receipt of RFQ#PR3709910 is **13:00 local time, September 14, 2014**. No quotations will be accepted after this time.

The U.S. Government intends to award a contract for Printing and Delivery of **Best Quality Notebook to the responsible** company submitting an acceptable quotation at the lowest price. We are only looking to purchase high quality, the poor quality shall not be acceptable and will not be able to do business with companies provide poor quality in the future.

Please let us know how long it would take you to provide the mentioned Notebook.

We intend to award the contract based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need.

Direct any questions by letter regarding this solicitation to Kabulgsoprocurement@state.gov. Do not send your bids to this email, only questions regarding this solicitation.

Note:

Offers that fall within our competitive range require additional processing for companies wishing to do business with the U.S. Embassy in Kabul, Afghanistan.

This extra risk analysis vetting is performed on key contractor personnel; including host country, third country, U.S. citizens, and Legal Permanent Residents of the United States. The vetting process applies to all contracts, purchase orders, delivery orders, Blanket Purchase Agreements (BPAs), and BPA calls.

A request for information will be emailed to offerors in the competitive range or selected vendors, and all interested vendors must provide all information requested in the DS Form 4184, Risk Analysis Information. Vendors are required to submit the requested data required for vetting via a secure online portal linking them to the Risk Analysis Management (RAM) office; access to the Portal and instructions for creating an account will be provided to the vendor by email.

Successful passing of vetting is one condition of receiving award. Other factors are price reasonableness and technical acceptability. Each vendor should submit the requested data via the secure online RAM portal

within 3-5 days after being contacted. Vendors who do not provide the information will not be considered for contract awards.

Sincerely,

Procurement and Contracting Unit
U.S. Embassy Kabul

<u>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</u>				1. REQUISITION NUMBER	PAGE 1 OF
2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER RFQ PR3709910	6. SOLICITATION ISSUE DATE September 11, 2014	
7. FOR SOLICITATION INFORMATION	a. NAME Procurement and Contracting Division		b. TELEPHONE NUMBER(No collect calls)	8. OFFER DUE DATE/ LOCAL TIME 13:00PM September 14, 2014	
9. ISSUED BY American Embassy Kabul Great Masoud Road, - Kabul Afghanistan		CODE	10. THIS UNRESTRICTED <input type="checkbox"/> HUBZONE <input type="checkbox"/> 8(A) NAICS: SIZE STD:		11. DELIVERY DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER 13b. RATING 14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP
15. DELIVER TO American Embassy Kabul Great Masoud Road - Kabul,		CODE	16. ADMINISTERED BY CODE		
17a.		FACI	18a. PAYMENT WILL BE MADE BY CODE		
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER			18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE		
19. ITEM NO	20. SCHEDULE OF SUPPLIES/SERVICES		21. QUAN	22. UNIT	23. UNIT
					24. AMOUNT

1	<p>Notebook Specification: Printing of Note books, Size (12*18 cm) Number of pages should be 100 Lines should be inside the pages Photo image at the front and back cover; and text on inside cover Ring on the top The front and back paper should be thick. Printing, providing and delivery of best quality notebooks 2500 copies from each picture.</p> <p>The picture for cover is attached Delivery location is U.S Embassy Kabul</p> <p>Note: Please indicate the CAGE Code and DUNS# on your quote.</p> <p>Full specification, availability of Supplies delivery schedule and photograph of specification must be stated in the bid. Remember, only high quality Notebook after technically is accepted.</p>	10000	Each		
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